Damage Assessments:
Public Assistance (PA) Program

Tropical Storm Isaias

Presented by the

Finance and Recovery Sections of the

Virginia Emergency Support Team (VEST)

State Declaration

- On July 31, 2020 Governor Northam declared a State of Emergency for the Commonwealth of Virginia in preparation for Hurricane Isaias.
  - Executive Order Sixty-Nine
  - https://www.governor.virginia.gov/media/governorvirginiagov/executive-actions/EO-69-Declaration-of-a-State-of-Emergency-Due-to-Hurricane-Isaias.pdf
    - Authorization of a maximum of $1,000,000.00 in state sum sufficient funds for state and local government mission assignments and state response and recovery operations authorized and coordinated through the Virginia Department of Emergency Management.
    - Included in this authorization is $500,000.00 for the Department of Military Affairs, if it is called to State Active Duty.

Commonwealth of Virginia
Office of the Governor

Executive Order

NUMBER SIXTY-NINE (2020)

DECLARATION OF A STATE OF EMERGENCY DUE TO HURRICANE ISAIAS

How to submit your damage assessments

- Step 1: Contact your Chief Regional Coordinator (local and regional contacts attached) or Recovery Section via the Recovery Inbox (state agencies) regarding intent to submit damage assessment

- Step 2: Log-in or Register for an account in https://virginiaPA.org

- Step 3: Create your damage assessment **within 72 hours of the event**

- Step 4: Create your damage sites and upload documentation

- Step 5: Submit your damage assessment for VDEM review

Step 1: Contact VDEM to notify of your damages and intent to submit a damage assessment:

VDEM Region	Chief Regional Coordinator	Email
1	Donna Pletch	Donna.Pletch@vdem.Virginia.gov
2	Mark Stone	Mark.stone@vdem.Virginia.gov
3	Gene Stewart	Gene.stewart@vdem.Virginia.gov
4	Tim Estes	Tim.estes@vdem.Virginia.gov
5	Bruce Sterling	Bruce.sterling@vdem.Virginia.gov
6	Mike Guzo	Mike.Guzo@vdem.Virginia.gov
7	Andy John	Andy.john@vdem.Virginia.gov
All State Agencies	Recovery Section	Recovery@vdem.Virginia.gov

Virginia Public Assistance

VirginiaPA.org manages the Public Assistance (PA) grant in Virginia. The system manages the PA process from application through closeout.

Returning User Login:

Email:

Password:

☐ Remember Me

Sign In   Register

Forgot Login?

Login
This is the login screen. Enter your email address and password here.

If you do not have an account, click the **Register for Access** link to register for the site.

Register for Access

Name Prefix:

First Name:

Middle Name:

Last Name:

Name Suffix:

Title:

Email:

Phone - Business:

Is Direct Line: Not Known ▼
Is the number indicated above a direct line to this contact?

Phone - Fax:

Phone - Cell:

Request Type: New User Requesting Access ▼

Do you represent a local agency? ○ No ● Yes

Applicant Organization: Select One ▼

Requested Permission Level: Select One ▼

Reason for Requested Access:

Register for Access
This is the registration screen. **All boxes highlighted in red must be completed before submitting the form**.

1. If you have an account, but cannot remember your password click **"Forgot Login?"**

2. That will take you to the **Retrieve Account Information** screen where you will input your email address and wait for the emailed instructions.
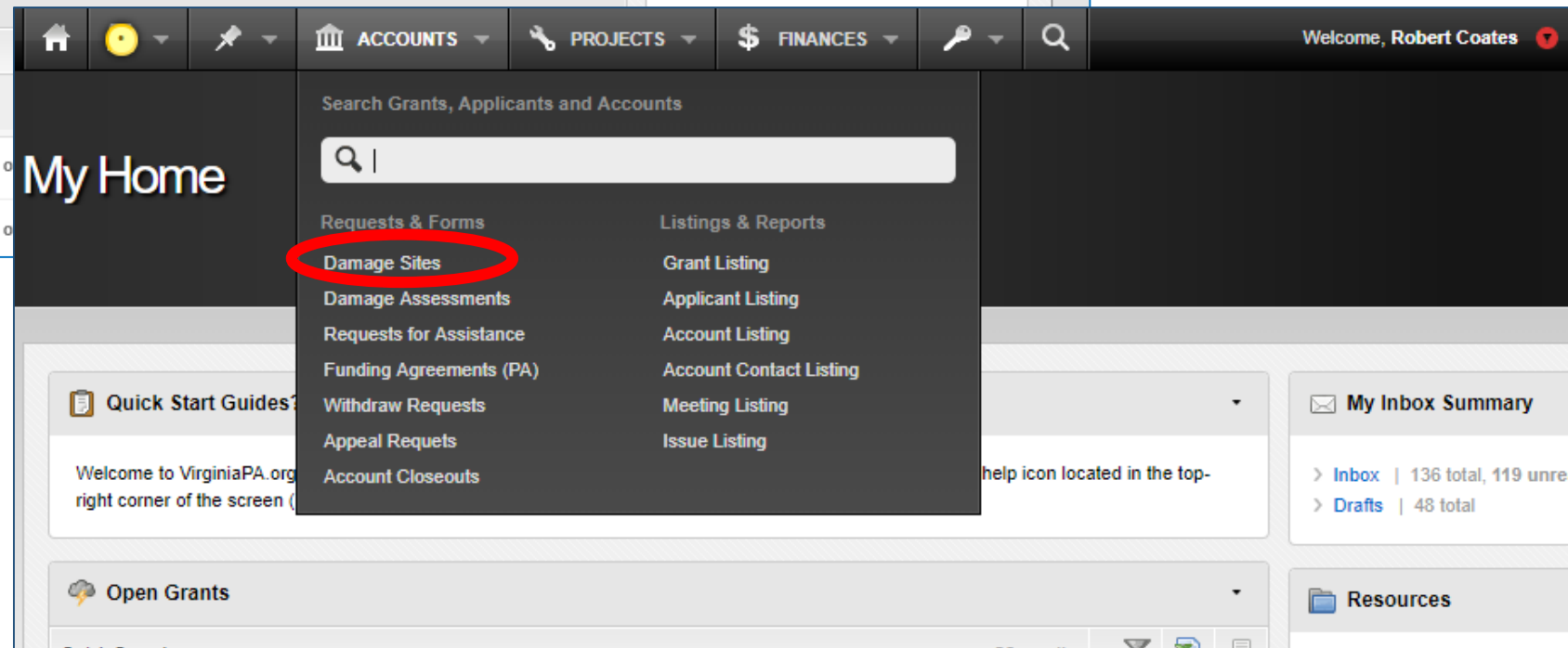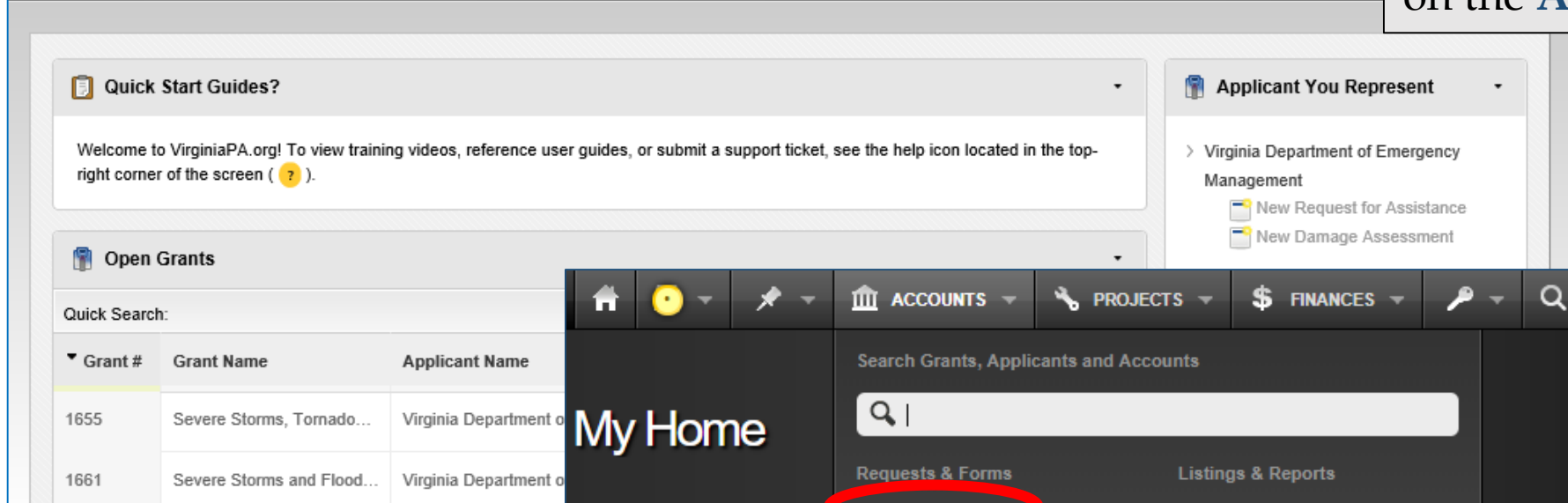
My Home

After logging in you will come to your **Homepage.** Your **Homepage** will feature all of the grants attached to you as an Applicant user.

Step 3: Create a Damage Assessment
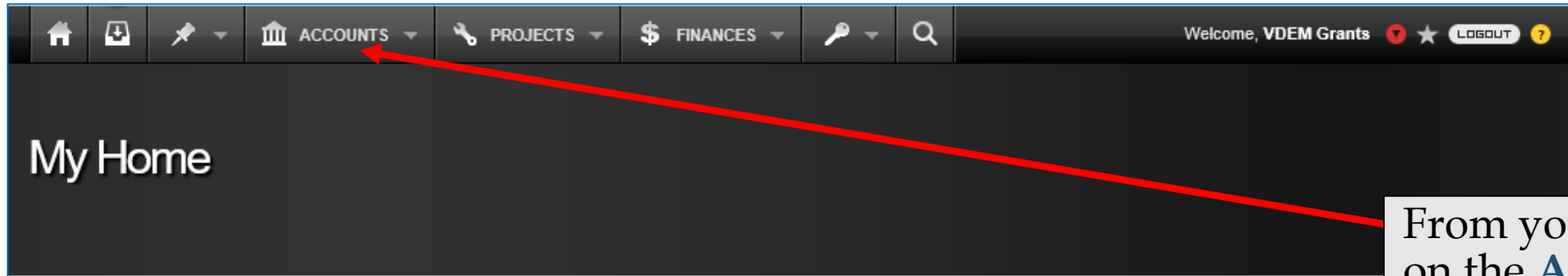
From your **Homepage** click on the **Accounts** tab

From the accounts tab click on the "**Damage Assessments**"

Damage Assessments

📝 Save as Menu Preset	📝 New Damage Assessment

Quick Search: 3 results ▾ 🔽 📊 🖨

▾ Grant #	Applicant	Sequence #	Assessment Date	Applicant Con...	State Contact	Workflow Step

⚠️ Complete this Damage Assessment form, then click on the Save button in order to add individual Damage Sites prior to Advancing.

Assessment Date: [ ]

Disaster: [Select One ▾]

Applicant: [Select One ▾]

Applicant Primary Contact:

    Full Name: [ ]

    Email: [ ]

    Phone: [ ]

PDA Team Lead: [Type to Search]

Total Annual Budget: $ [ ]

Annual Maintenance Budget: $ [ ]

Click on the **New Damage Assessment** Tab

For local governments, PDA Team Lead is your Chief Regional Coordinator.

All red boxes must be completed.

Create New Damage Assessment

[💾] Create   [↩] Cancel

When the form is completed, click the **Create** tab.
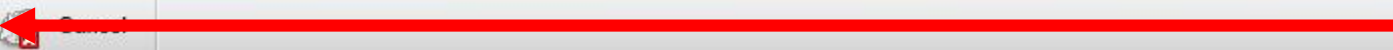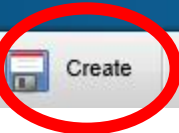
Describe damages that constitute a health and safety hazard to the general public?

Describe the different populations adversely affected either directly or indirectly by the loss of public facilities or damages?

Describe the economic impact?

Did previous state or local hazard mitigation measures reduce otherwise eligible costs?

Can the potential sub-grantee respond and recover from the damages quickly and without a degradation of services?

What is the impact on Public Services if a declaration is not granted?

These fields, while not required, we request that they are filled out as they provide context to the impacts which is needed when justifying the request to FEMA.

Step 4: Create Damage Sites

FEMA3404EM Hurricane Florence (PA) › Virginia Beach, City of

Damage Assessment #3 - Hurricane Florence - Virginia Beach...

Routing in Progress: Submission (Step 1 of 4)

EDITING

Submit   New Damage Site

Summary

✱ Form

Damage Sites ›
  › Damage Site
    Category of Work Breakdown

Notes

Documents

Workflow

History

Damage Sites

Quick Search: 0 results

Location	Name	Cat	Amount	Submitted Date	Submitted By

No Results

A Damage Assessment is now created, click on the form tab to add a **Damage Site.**

Click "**New Damage Site**." You may create as many damage sites as you like under each Damage Assessment.

Create New Damage Site

Create | Cancel

✱ Form >

Form

Category:

Site Name:

Address of Damaged Property

Address:

City:

Category dropdown:
- Select One
- A - Debris Removal
- B - Emergency Protective Measures
- C - Roads and Bridges
- D - Water Control Facilities
- E - Public Buildings & Equipment
- F - Public Utilities
- G - Parks, Recreational Facilities, and Other Items
- Z - State Management Costs
- H - Fire Management

Select the FEMA **Category** of Work

Form

Category: Select One

Site Name:

Address of Damaged Property

The Site Name should be a naming convention that makes it easy for you and VDEM to track.

Generator Use	EOC Staff Time
Shelter Operations	Swift Water Rescue Team
Travel and Lodging	Debris Removal Contracts
Contract Staff Support	High Mobility Vehicle

Damage Site

EDITING

Back to Damage Assessment | Save | Set on Hold | Delete | Create Another Damage Site

Labor Amount: $ [   ]

Equipment Amount: $ [   ]

Materials Amount: $ [   ]

Contract Amount: $ 100,000.00

Other Amount: $ [   ]

Has Insurance: No ▼

Estimated Eligible Damage Amount: $100,000.00

Validation Level: Unvalidated ▼

Estimates in these fields **must** be able to match up with the supporting documentation that is uploaded. *Estimates without supporting documentation will not be accepted.*

Notes & Comments | Add Note

No Uploaded Documents | Add Document

There are currently no notes.
Be the first to add one

No Issues | Add Issues

An add document function is available at the bottom of each damage site to upload your supporting documentation

Upload Files

Choose some files to upload

Note: There is no limit to the number of files that can be uploaded, however the maximum size per file is 100MB. Documents containing unredacted personal identifiable information should not be uploaded. Personal identifiable information includes social security numbers, driver's license, passport, or other identification numbers, passwords or pass codes, and financial account or credit/debit card numbers.

☑ Close dialog after upload completes

Choose Files... | Cancel

No Uploaded Documents

Add Document

Virginia Public Assistance
PDA Summary of Damages for Potential Sub-Grantee

Category	Inspected		Projected		Total	
	# of Sites	Cost	# of Sites	Cost	# of Sites	Cost
A - Debris Removal	0	$0.00	0	$0.00	0	$0.00
B - Emer. Prot. Meas.	0	$0.00	3	$300,000.00	3	$300,000.00
Emergency Work Sub-Total						$300,000.00
C - Roads & Bridges	0	$0.00	0	$0.00	0	$0.00
D - Water Control Facilities	0	$0.00	0	$0.00	0	$0.00
E - Buildings and Equipment	0	$0.00	0	$0.00	0	$0.00
F - Utilities	0	$0.00	0	$0.00	0	$0.00
G - Parks; Other	0	$0.00	0	$0.00	0	$0.00
Permanent Work Sub-Total						$0.00
Cumulative Emergency/Permanent Work Total:						$300,000.00

Damage Sites are rolled up into PDA report.

FEMA3404EM Hurricane Florence (PA)
Open

Show Expanded Report

Summary

Manage

Accounts
- Accounts
- ▸ Damage Assessment Summary
- Damage Sites
- Requests for Assistance
- Funding Agreements (PA)
- Withdraw Requests
- Appeal Requets
- Account Closeouts

Projects

Payments

Notes

Accounts ▸▸ **Damage Assessment Summary**

Display By: County ▼

Per Capita State Threshold: $1.46   Per Capita County Threshold: $3.68

Quick Search: 0 results

▾ County Name	# of Sites	Total Cost	Population	Per Capita Impact

No Results

A state level summary will show localities that have met their threshold and if the state has met the threshold.

Damage Assessment by Applicant ▼

Print

Per Capita State Threshold: $0.00   Per Capita County Threshold: $0.00

County	Applicant	# of Sites	Cat A	Cat B	Cat C	Cat D	Cat E	Cat F	Cat G	Total
		0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00

Step 5: Leave your Damage Assessment in Step 1 until all of your damage sites and supporting documents are submitted. Clicking "Advance" will lock your damage assessment and will not allow for additional changes to be made.

Sample County Example

County Population (2010 Census)	Consumer Price Index Cost Per Capita	Local cost threshold to be eligible for FEMA Public Assistance Grants	State Threshold of $12.1 M met?
54,151	$3.84	$207,939.84	Yes

Henry County Costs During Incident Period		Other Costs Incurred*	
EOC Staffing	$5,000	Virginia Department of Transportation	$150,000
Response calls	$2,000	Sample Community College	$20,000
Rented equipment	$1,500	Sample Power	$20,000
EOC Meals	$1,500	National Guard	$20,000
Total	**$10,000**	**Total**	**$220,000**

*Costs incurred by other eligible state agencies and private non-profits **within the jurisdictional boundary.**

Damage Assessment Technical Support

For technical assistance while submitting your Damage Assessments in VirginiaPA.org, please use the following contact:

Location	PA/Recovery Coordinator	Email
All	Recovery Section	Recovery@vdem.virginia.gov
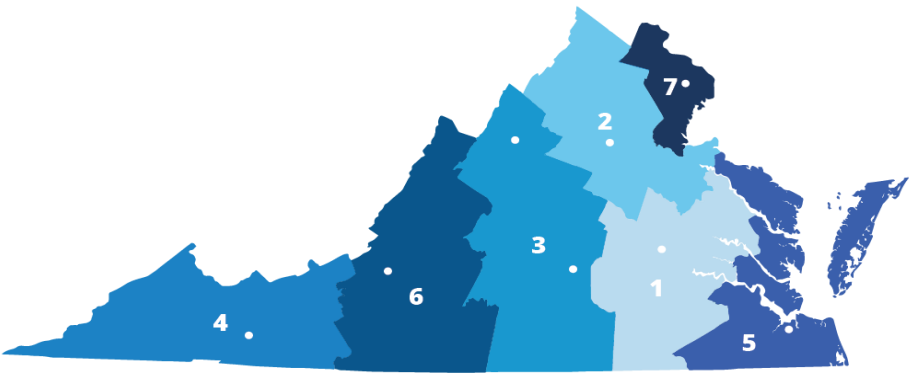
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